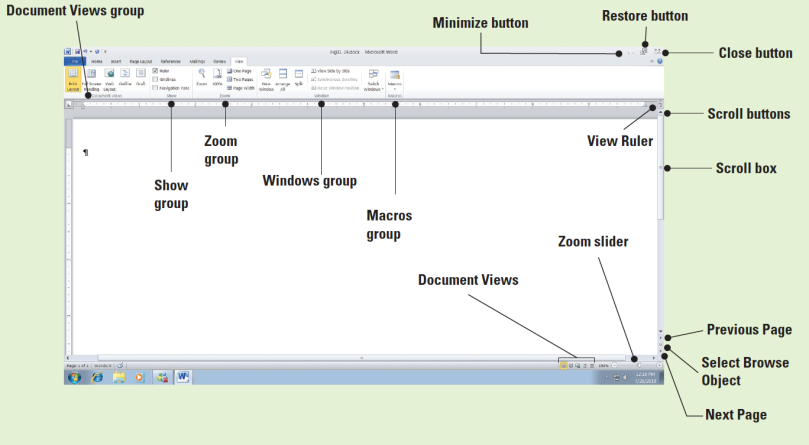
## Lesson Two: Basic Editing

## Software Orientation

Word offers several ways to view a document, locate text or objects quickly, and manipulate windows. After opening a document, you can access related commands on the View tab, shown below. Use this figure as a reference throughout this lesson as well as the rest of the book.

Word provides options to change a document’s onscreen appearance by viewing the document in \_\_\_\_\_\_\_\_ (*list all three)*

Adding horizontal rulers, vertical rulers, or gridlines; increasing or decreasing the document’s page size; arranging the document windows; viewing the document side by side; or splitting the document can also change the view on the screen.

In addition, the \_\_\_\_\_\_\_\_\_\_\_ Pane provides options for browsing and conducting a search in a document.

## Changing and Organizing Document Views

Word has a variety of options for opening an existing document and viewing a document.

You can enable features to show \_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_ to help in navigating the document or can zoom in or out. Word also allows you to open and arrange multiple document windows.

## Opening an Existing Document

Word enables you to open existing files in one of three forms\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

## Changing Document Views

What are the groups on the View tab?

In this section, you learn to use the Document Views command group to change the way Word displays your document.

* Word has five Document View options:

***1) Print Layout***

***2) Full Screen Reading***

***3) Web Layout***

***4) Outline***

***5) Draft***

## Using Show Commands

What does the Show command group offer?

***\_\_\_\_\_\_\_\_\_\_***are measuring tools to align text, graphics, and other elements used within a document.

The top and bottom margins of a document can be easily adjusted manually using the?

The horizontal ruler can be used to change a document’s first-line indent, hanging indent, and left and right indents.

The markers display on the ruler as hanging indent, left indent, andright indent. Manual tab settings can be set on the horizontal ruler without launching the dialog box.

* ***Gridlines*** :
* The ***Navigation Pane***

The first tab, Browse Headings in your document, displays ?

The second tab, Browse Pages in your document, displays ***thumbnails—***tiny images of your document pages.

The third tab, Browse the results from the current search, displays a list of search results when you have used the Navigation Pane’s search tool (marked by a search box and magnifying glass icon) to look for particular text or objects in your document.

The \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ lists the text or objects found in the document in the order those elements appear in the document. The document appears highlighted in yellow and the text is bolded in the *Browse the results from the current search* tab.

In the first tab, *Browse the headings in your document*, the section that has the found instance will appear highlighted.

In the second tab, *Browse Pages in your document*, the thumbnail instances found will appear highlighted in yellow. To clear the search box, click the X in that box.

## Using Zoom

The Zoom group of commands lets you zoom in to get a closer view of a page or zoom out to see more of the document at a smaller size.

What is another use?

In the following exercise, you use the Zoom commands to view one or two pages.

Where is the Zoom slider located?

What are some of the functions and uses of the Zoom slider?

The Zoom button launches the Zoom dialog box, where you have more options for zooming in and out. (**certification skill: you can zoom to a specific number, ex. 87%)**

In the Zoom to section, you can expand the document by clicking a specific zoom amount up to 200%.

Changing Window Views

The commands in the Window command group enable you to open and arrange multiple document windows.

What are the 5 ways to manipulate your screen in the Changing Window Views?

1.

2.

3.

4.

5.

Describe the following commands in the Window command group.

The New Window:

The Arrange All:

The Split Command:

The View Side by Side button:

What is synchronous scrolling?

The Switch Windows:

On occasion, you may need to move a window out of the way without exiting the associated application.

close.pngmimimize.pngrestore.png The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ button minimizes the window display—in other words, the window disappears and is replaced with an icon on the Status bar. The \_\_\_\_\_\_\_\_\_ button returns a document to its previous size by minimizing or maximizing its display. Finally, the \_\_\_\_\_\_\_\_\_\_ button closes the window.

## Navigating and Searching Through a Document

The Navigation Pane contains commands for doing what?

You also can use Find command options, the mouse, scroll bars, and various keystroke and keyboard shortcut commands to navigate through Word documents.

In this section, you practice using the mouse and scroll bar, keystroke commands, the Navigation Pane, and a number of command group commands to move quickly through a document; search for specific text, graphics, or other document elements; and remove or replace those elements.

Scroll bars allow a user to?

In Word, a vertical scroll bar appears on which side of the document window?

When does a horizontal scroll bar appear?

You can click the scroll buttons to move up or down one line at a time, or you can click   
and hold a scroll button to scroll more quickly. You can also click and drag the scroll box to move   
through a document even faster or just click the scroll box to see a ScreenTip displaying your   
position in the document.

## Using the Mouse and Scroll Bar to Navigate

Using the mouse in combination with the scroll bar is a simple way to scroll through a document.

## Using Keystrokes to Navigate

The arrow keys and other keyboard commands can also help you move through a document.

## Searching within a Document

Word’s Find command is now located in the Navigation Pane in the Show group on the View tab, as well as on the Home tab in the Editing group.

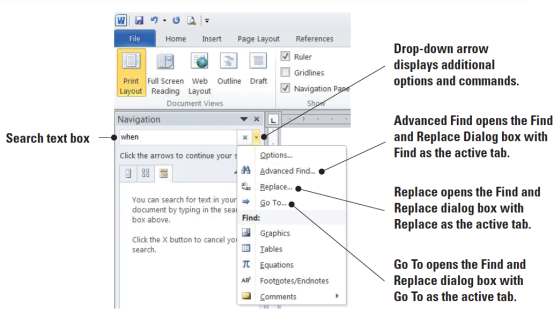
By using the Navigation Pane, you can easily locate specific \_\_\_\_\_, \_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_, and equations within a document.

The document will contain highlighted text, and the Navigation Pane will display the results in a yellow border. The third tab, Browse the results from your current search, will place the results in the order they appear in the document.

In the following exercise, you learn to use the Navigation Pane to search for every occurrence of a specific word within a document.

In the Home tab on the Editing group, the drop-down arrow by the Find button displays a menu that contains the Find, Advanced Find, Replace, and Go To commands.

The Find command opens the Navigation Pane; the Advanced Find command opens the Find and Replace dialog box with Find as the active tab; the Replace command opens the Find and Replace dialog box with Replace as the active tab; and the Go To command opens the same dialog box with Go To as the active the tab.

To highlight every occurrence of a particular word or phrase in your document, you must activate Advanced Find. To do so, click the drop-down arrow by the Search text box, as shown below, then click Advanced Find.

The Find and Replace dialog box opens; within that box, key your desired word or phrase, then click the drop-down arrow on the Reading Highlight button and select Highlight All.

When you close the Find and Replace dialog box, each instance of your desired word or phrase is highlighted in the document.

To clear all occurrences of highlighted text, return to the Advanced Find options, click the Reading Highlight button, and then select Clear Highlighting

## Replacing Text in a Document

Located on the Home tab in the Editing group, the Replace command opens the Find and Replace dialog box.

What can you use the Replace command to replace?

List 3 examples of formatting you can search for in the Find and Replace command.

1.

2.

3.

It is also possible to search for and replace special characters and document elements such as page breaks and tabs.

In the following exercise, you learn to search for and replace a word with a particular type of formatting.

## Using the Go To Command to Navigate a Long Document

In a longer document, you may need to move through the document more quickly than is possible by scrolling.

The **Go To** command and Select Browse Object button provide ways to navigate through longer documents quickly.

In the following exercise, you learn to use the Go To command to move through a lengthy document.

Using the Go To command will jump to a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_, equation, or other item in your document.

To go to the next or previous item of the same type, leave the Enter box empty, then click Previous or Next.

## Selecting, Replacing, and Deleting Text

Word offers a number of tools for selecting, deleting, and replacing text.

You also can apply formatting to selected text.

You can delete text in Word documents by pressing the Backspace key to delete characters to the left of the insertion point, pressing the Delete key to delete characters to the right of the insertion point, or selecting text and pressing either the Delete key or Backspace key.

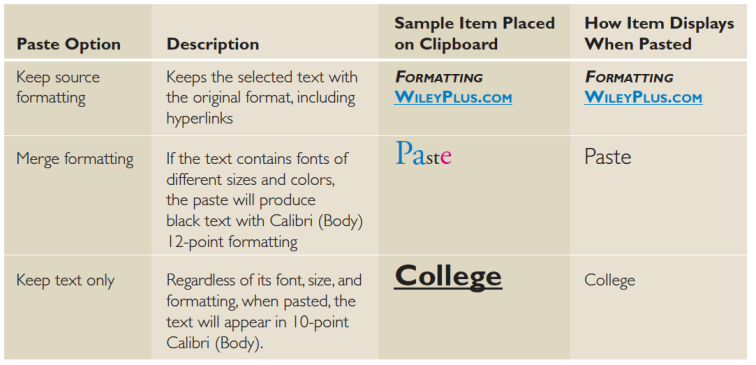
In the following exercise, you learn to select and delete text and to key in replacement text. You also practice using the Undo and Redo buttons in the Quick Access Toolbar.

The***multi-selection*** feature of Word enables you to select multiple text items that are not adjacent.

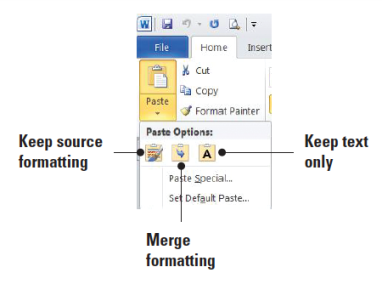
To replace text in a Word document, simply select the text, then key new text. To cancel a selection, click in any blank area of the document screen.

## Cutting, Copying, and Pasting Text

It is often necessary to copy or remove text from one location in a document and place it in another.

When you ***cut*** text, Word removes it from the original location and places the deleted text where?

When you ***copy*** text, Word places a duplicate copy in the Clipboard.

Can you Paste text to another document or only in the original document?

In the following exercise, you learn two ways to copy and move text—using the Clipboard and using the mouse.

Entries placed in the Clipboard can be placed anywhere in   
a document by positioning the insertion point in the new location then selecting one of the three Paste options shown in the table below and on the next slide.

## Copying and Moving Text with Clipboard Commands

The Clipboard enables you to cut or copy multiple items and paste them into any Office document.

In the following exercise, you learn to use the Clipboard command group on the Home tab to copy and move text.

## Using the Mouse to Copy or Move Text

To move a selection of text, use your mouse to drag and drop the selection in a new location.

Hold the Ctrl key while you drag to copy the text.

When you are moving text by dragging, the pointer shows a box, and when you are copying text by dragging, the pointer shows a box with a plus sign (+).

Text that you cut or copy using the mouse is not stored in the Clipboard collection.